

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 07/30/2007	NUMBER 03.02.101
SUBJECT IN-REACH SERVICES		SUPERSEDES NEW	
		AUTHORITY MCL 791.203	
		ACA STANDARDS NONE	
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#### **POLICY STATEMENT:**

In collaboration with the local Steering and Transition Teams, the Department shall offer specialized programming, assessment, and transition services to prisoners, emphasizing planning and preparation for their successful transition back into the community.

#### **RELATED POLICIES:**

03.02.100      Michigan Prisoner Reentry Initiative

#### **POLICY:**

#### GENERAL INFORMATION

- A.      The Michigan Prisoner Reentry Initiative (MPRI) extends to all prisoners under the jurisdiction of the Department; however, the initial emphasis shall be placed on providing MPRI in-reach programming to prisoners eligible for parole.
- B.      All MPRI services shall be provided in accordance with criteria set forth in the MPRI Guidebook. The Manager of the Office of Offender Reentry, Planning and Community Development Administration (PCDA), shall ensure the guidebook is updated as necessary, subject to approval by the Correctional Facilities Administration (CFA) and Field Operations Administration (FOA) Deputy Directors or designees.
- C.      The requirements set forth in this policy directive shall control when in conflict with specific requirements set forth in another policy directive.

#### MPRI IN-REACH FACILITIES

- D.      The Deputy Director of Correctional Facilities Administration (CFA) shall identify facilities at which MPRI in-reach services shall be available. A prisoner granted a parole contingent upon receipt of in-reach services shall be transferred to the in-reach facility servicing the county to which the prisoner will parole. If a prisoner receiving in-reach services is subsequently denied parole, the Warden or designee may discontinue providing in-reach services to that prisoner; in such cases, the Warden or designee shall ensure that the CFA Classification Director is notified so that the prisoner may be transferred to another facility, if appropriate.
- E.      A prisoner who is transferred to an MPRI in-reach facility to receive in-reach services shall be given the opportunity to change his/her approved telephone lists and approved visitors lists as necessary to facilitate recommended MPRI contacts within 30 calendar days after that transfer. These changes shall be in addition to those allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting".

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### MPRI FACILITY COORDINATOR

- F. Each MPRI in-reach facility shall have an MPRI facility coordinator. The MPRI facility coordinator responsibilities shall include scheduling and participating in meetings between prisoners and Transition Team members and associates. Meetings shall be scheduled only during normal business hours unless otherwise approved by the Warden or designee.

### TRANSITION ACCOUNTABILITY PLAN

- G. A Transition Accountability Plan shall be prepared for each prisoner receiving MPRI in-reach services to identify the prisoner's needs and risks. The plan shall be prepared by staff as identified in the MPRI Guidebook and an FOA institutional agent assigned to the facility, after consultation with the appropriate Transition Team.
- H. Only staff trained in the preparation of Transition Accountability Plans shall prepare such plans. The Administrator of the Office of New Employee Training and Professional Development in the Bureau of Human Resources, Operations Support Administration, shall ensure training is available both in the preparation of the plan and in the administration of the assessment tool (e.g., COMPAS) upon which the plan is based.

### MPRI IN-REACH SERVICES

- I. Proposals for in-reach programming shall be evaluated and approved as set forth in PD 05.03.100 "Prison Programs and Organizations"; however, only evidence-based programming shall be approved.
- J. Transition Team members/associates and Community Coordinators approved by the Warden of an in-reach facility may provide in-reach services directly to prisoners within that facility; however, unless specifically authorized by the CFA Deputy Director or designee, the Warden shall not approve a Transition Team member/associate or Community Coordinator who will have prisoner contact if the individual:
1. Is on probation or parole;
  2. Has a pending criminal charge;
  3. Is on the approved visitors list of any prisoner;
  4. Is on the approved telephone list of any prisoner, except if qualified clergy or an attorney unrelated to the prisoner by blood or marriage;
  5. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting", unless the restriction was subsequently overturned by the Administrator of the Office of Legal Affairs or by court order;
  6. Has a felony conviction; or,
  7. Is providing outreach volunteer services under PD 03.02.110 "Outreach Volunteer Program", unless approved by the CFA Deputy Director or designee.
- K. The requirements set forth in PD 03.02.105 "Volunteer Services and Programs", including the issuance of identification cards, shall apply to in-reach services provided by Transition Team members/associates and Community Coordinators only as required by the CFA Deputy Director or designee. Meetings between prisoners and Transition Team members/associates and/or Community Coordinators shall not be counted as visits.

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- L. Transition Team members/associates and Community Coordinators providing in-reach services who have prisoner contact shall not be permitted to provide money or personal items to prisoners. They also shall not be permitted to receive money or personal items from any prisoner.
- M. The Warden may rescind or limit approval of a Transition Team member/associate and/or Community Coordinators to provide in-reach services if the individual engages in conduct which is inconsistent with the goals of the Department or is a threat to the custody and security of the facility. Approval shall be rescinded under the following circumstances:
  - 1. The organization with which the individual is affiliated no longer provides reentry services for the Department;
  - 2. The individual no longer represents the group or organization providing reentry services for the Department; or
  - 3. The individual no longer meets the eligibility criteria set forth in Paragraph J for Department approval.
- N. The Warden shall ensure that the appropriate Steering Team and the MPRI Facility Coordinator is notified of each person approved to provide in-reach services pursuant to Paragraph J; the Warden also shall ensure that the Steering Team and MPRI Facility Coordinator is notified if that approval is rescinded or limited pursuant to Paragraph M.
- O. As approved by the Warden, supervised reunification sessions between a prisoner and the individual(s) with whom that prisoner may reside upon parole may be conducted by designated staff to assist in identifying and resolving conflicts that may arise as a result of the placement. A person who is determined by the CFA Deputy Director or designee to be a threat to the custody and security of the facility shall not be permitted within the facility to participate in reunification sessions. Attendance at reunification sessions shall not be counted as visits. The Warden may develop standards, including clothing and property restrictions, with which individuals must comply while attending reunification sessions.

#### RELEASE OF INFORMATION

- P. Prior to receiving information regarding a specific prisoner, a person providing MPRI services who is not a Department employee shall be required to sign an agreement to respect the confidentiality of that information and not discuss medical record information or other official information or reports with unauthorized persons. The agreement also shall require that personal information not be divulged for other than legitimate, authorized business purposes. This is not required if the person is providing services under a contract with the Department which provides for such confidentiality.
- Q. Information from a prisoner's health record and substance abuse information shall be disclosed only upon receipt of a signed release from the prisoner.

#### OPERATING PROCEDURES

- R. The FOA Deputy Director and Wardens of in-reach facilities shall ensure that procedures are developed as necessary to implement the requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

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#### AUDIT ELEMENTS

- S. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

Approved: PLC 07/18/07